

## **ARC BOARD MEETING MINUTES**

**April 3, 2013**

The ARC Board meeting was called to order by President, Charlie Zaragoza at 6:40 pm. Board members present were Darrell Drew, Dave Towne, Doug Dunham, Belinda Green, Julie Morse, Kate Sackett, Antoinette Angulo, Adrienne Bailey, Terry Holme, William Lowe, Charlie Zaragoza, Anna Martin, Bruce Bentley and Edith Elion. Al Hovland and Jordan Keith were excused.

ARC staff present was Christina Arcidy. Seattle Parks was represented by Sue Goodwin.

Guests at the April meeting were Carol Fisher, Charla Sullivan, Linnea Mateson and David Ward from Lifelong Recreation and Wally Kiser.

It was determined that a quorum of Board members was present. The approval of the agenda was offered by David Towne and seconded by Belinda Green. The approval of the March minutes with a minor correction on page 1 (change sentence from an MPD is the only funding source to read "an MPD is a funding source") was offered by David Towne and seconded by Terry Holme. Anna Martin, Bruce Bentley and Edith Elion abstained (they were not present at the March BOD meeting). Minutes were approved, with correction for March.

**Public Comment:** There was no public comment at the April meeting.

**Celebration and Thank you:** Julie brought cupcakes for the BOD to offer wishes to Kate, Charlie and Christina, all celebrating birthdays in March/April and to celebrate with Anna her retirement from FiServ on March 31, 2013. Congratulations to all of you. Charlie presented Christina with flowers to say THANK YOU for her outstanding leadership during this stressful time at ARC. Sue Goodwin also expressed Parks gratitude for the great job she has done in showing model leadership to Parks during this trying time with Bill's absence.

### **Deputy Director's Report Financials:**

With the month close just starting on Monday and it being a quarter close, Christina didn't have any numbers to share with the BOD on the March financials.

A few things to note from your February financials:

Net revenue is up 8.3% over the same period in 2012.

- 8.2% increase in personnel expenses, wage increases for School-Age Care went into effect in February; personnel expenses always track revenue, therefore this is an expected change.
- Childcare revenues appear to be down, and there are two reasons for this:

- DSHS adjustments to revenue took place in February (occurs twice a year, once in the spring and once in the fall).
- There was a problem with registering scholarship recipients in January and February which kept registration artificially low; we expect there to be a false increase in March to compensate for this issue.

It may look like we had a huge increase in expenses in the Printing and Professional Fees: Marketing line item, but this is because of the timing of when the brochure costs came in; now that there is a combined Spring/Summer and Winter/Fall brochure, the timing of when expenses are realized has changed.

## **Deputy Director's Report**

### Langston Hughes Performing Arts Center (LHPAC) Transition

- LHPAC was transferred from Seattle Parks and Recreation to the Office of Arts and Cultural Affairs during the 2013-14 budget process.
- The city is currently negotiating the Memorandum of Agreement to make that transition. The Parks budget office let us know that they are ready for ARC to participate in this transition and that we can make this transition without interrupting LHPAC's everyday business.
- Looking at the current financial statement for LHPAC, you will notice that they have only \$93 in liabilities, which are PAR fees to the City and some miscellaneous fees.
- ARC management recommends that the BOD make a motion for LHPAC to transition to the Office of Arts and Cultural Affairs at this time since business will be able to successfully continue and we do not have significant liabilities at this time.

David Towne made a motion to authorize staff to proceed with the transition of LHPAC to the Office of Arts and Cultural Affairs. Doug Dunham seconded the motion. Motion passed unanimously.

### Audit

- Peterson and Sullivan did complete the site visits and the "in office" visit for the 2012 audit.
- The "in office" portion of the visit was postponed from the week of March 11th to the week of March 25th at the request of Peterson and Sullivan.
- We have heard preliminarily that they do not believe they will be issuing a management letter. The onsite auditors let us know that this was the most efficient audit they have had with us, completing the work in just two days.
- The auditors are hoping to have the report to the board for the May ARC Board meeting, but may have to postpone until June due to the "in office" visit being postponed.

ARC BOD meeting, April 3, 2013

### Hiring Process

Four leadership positions were recently hired. They are listed below:

1. Megan Castellano, Field Supervisor (NE)
2. Nick Adams, Field Supervisor (Central)
3. Karyn Mikkelsen-Tillet, Development Director
4. Zach Wilson, Marketing Coordinator

The screening process for the **Human Resource Manager** position is completed, and the second round of interviews will be finished by April 12. It is expected to have a person on board within two weeks of extending the offer, which brings us to the last week in April/first week in May.

### Georgetown Playfield Picnic Shelter:

Update/Summary:

- The Sabey Corporation, Construction Division is working with ARC & Parks to replace the picnic shelter at the Georgetown Playfield that was destroyed by arson in late 2012.
- Sabey Construction has recruited 10 subcontractors to join with them to provide the necessary labor and materials.
- Construction began the last week of March and should be finished by the first week in May. We will be invited to the ribbon cutting ceremony, and it would be great to have as many Board Members there as possible to thank the different subcontractors and the Sabey Corporation for their donation.
- The combined contribution is \$47,000.

### **Interim Leadership Update:**

Charlie gave a report from the leadership team meeting held on April 3 at 4:30 pm. He is recommending that we wait until Bill's doctor appointment on April 15, 2013 at which time we will learn about Bill's potential return to ARC. The BOD will then know what resources we will need to move forward. Charlie reminded the board that ARC is running smoothly.

### **Committee Reports:**

Finance/Budget: Covered in Deputy Director's report.

Nominating Report: We are continuing to recruit for BOD members. We have three (3) strong candidates that we will be talking to in May.

Outreach: No report at this meeting.

ARC BOD meeting, April 3, 2013

**New Business:** There was no new business at this meeting.

**Old Business:** Terry asked that we revisit some of the questions from the MPD presentation that Ken Bounds was going to research and get back to ARC BOD. Charlie will follow up with Ken.

**Next meeting:** The next General meeting will be held on May 1, 2013 at 6:30 pm, 100 Dexter Ave. There being no further business Dave made a motion to adjourn and Terry seconded. The April board meeting was adjourned at 8:20 pm.

Respectfully submitted,

Julie Morse  
ARC Board Secretary